

**POLICY ON ZERO TOLERANCE TO SEXUAL
HARASSMENT AT THE WORK PLACE**

1. TITLE AND COMMENCEMENT:

This Policy will be called Ghatge Patil Industries Ltd. on zero tolerance to sexual harassment at the work place and shall come into force with immediate effect.

2. SCOPE:

This Policy shall apply to all persons employed at the workplace for any work of regular, temporary ad hoc or daily wage basis, directly or through an agent/contractor, including persons working on a voluntary basis and also apprentices, trainees, probationers, agent, including consultants of the Company.

3. OBJECTIVE:

The Company firmly believes that every employee has a right to work in an environment free from harassment, intimidation or offensive behaviour and issues of harassment will be resolved without fear or reprisal. The Policy is designed to take effective measure to prevent, prohibit, sexual harassment and have the mechanism to redress cases of sexual harassment and impose punishment for those responsible for sexual harassment.

4. POLICY:

Harassment in any form will not be permitted or tolerated or condoned by the Company whether it is based on a person's race, colour, ethnic or national origin, gender, real or suspected sexual orientation, religion or perceived religious affiliation, disability or other personal characteristics.

The use of Company property including e-mail, Bulletin Boards or any document as a vehicle for harassment is prohibited.

5. PROHIBITION OF SEXUAL HARASSMENT:

No employee shall engage in Sexual Harassment.

6. MEANING OF SEXUAL HARASSMENT AND SEXUALLY ORIENTED BEHAVIOUR:

‘Sexual Harassment’, includes any unwelcome sexually determined behaviour, direct or by implication, and includes physical contact and advance, a demand or request for sexual favours, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non verbal conduct of a sexual nature. Sexually Oriented behaviour shall mean and include but not limited to the following:

- * Material that is sexual in nature, sexist, sexually explicit and so on and is displayed in the workplace, circulated, or put in someone’s workspace or belongings, or on a computer, i-pad, mobile phone, i-phone, blackberry or any other machine or on the internet or any other public display system or public place in the work premises.
- * Verbal abuse or comments that put down people because of their sex.
- * Comments about people’s (women/men) bodies.
- * Tales of sexual exploits.
- * Graphic descriptions pornography.
- * Pressure for dates.
- * Sexually explicit gestures.
- * Unwelcome touching and hugging.
- * Sexist and insulting remarks.
- * Sexist jokes and cartoons.
- * Displaying pornography in the workplace.
- * Insisting that workers wear revealing clothing.

- * Inappropriate gifts.
- * Discussion of one's partner's sexual life.
- * Lewd and threatening letters.
- * "Accidentally" brushing sexual parts of the body.
- * Pressing or rubbing up against an aggrieved person.
- * Indecent exposure.
- * Subtle or overt pressure for sexual favours.
- * Soliciting sexual services.
- * Demanding sexual services.
- * Sexual or physical contact, such as kissing or touching
- * Intrusive questions about sexual activity.
- * Sexual assault.
- * Repeated sexual invitations when the person invited has refused/ignored similar invitations.
- * Coerced sexual intercourse (e.g., as a condition of employment or academic status)

"Sexual Harassment" should not be confused with simple friendly behaviour, if these are mutually desired and accepted. The difference between friendly behaviour and sexual harassment is that sexual harassment is an unwelcome act.

7. PREVENTATION OF SEXUAL HARASSMENT

No person shall be subjected to sexual harassment at any work place.

The following circumstances among other circumstances if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment amount to sexual harassment.

- (i) *implied or explicit promise of preferential treatment in the persons employment/promotion; or*
- (ii) *implied or explicit threat of detrimental treatment in the persons employment/promotion; or*

- (iii) implied or explicit threat about the persons present or future employment/promotion status or*
- (iv) interferes with work or creating an intimidating or offensive or hostile work environment for the persons; or*
- (v) humiliating treatment likely to affect the persons health or safety.*

8. RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

- (1) Every Employee shall be entitled to a work environment with dignity and free from sexual harassment.
- (2) Every Employee shall be entitled to complain against Sexually Oriented Behavior to which he/she was subject to or which was targeted at him/her, to the Internal Complaints Committee or to the Chairperson or any other Member of the Internal Complaints Committee established under this policy, as the case may be.
- (3) Every Employee shall promptly report any incident of Sexual Harassment that comes to his/her knowledge to the Internal Complaints Committee or to the Chairperson of the Internal Complaints Committee or to the Official, if designated by the Chairperson of the Internal Complaints Committee as the case may be.

9. THE INTERNAL COMPLAINTS COMMITTEE

The names and contact details of the members of the Internal Complaints Committee (ICC) is given in Annexure One. The term of office of the Internal Complaints Committee is for a period of 3 years from today. On the expiry of the three year period, the existing members of the Internal Complaints Committee (ICC) will continue to hold office, till the new Internal Complaints Committee is constituted. If a member of the Internal Complaints Committee who is an employee of the Company and when she/he cease to be an employee of the company then she/he will also cease to be a member of the Internal Complaints Committee.

The Internal Complaints Committee will cover all the factories and offices of the Company in India.

10. POWERS AND DUTIES OF THE INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee will receive the complaints on sexual harassment, enquire into the complaints, conduct the enquiry and submit the findings on the complaint.

11. COMPLAINTS PROCEDURE

- * Any employee will have a right to lodge a complaint concerning sexual harassment against an employee.
- * Such a complaint needs to be in writing.
- * If the complaint is oral, the same needs to be in writing. The complainant, if desires could be facilitated in writing the complaint by an Internal Complaints Committee member.
- * The Complainant will be afforded confidentiality on the complaint by the Internal Complaints Committee members.
- * Immediately upon receipt of the Complaint, the Member of the Internal Complaints Committee to whom the Complaint is made shall communicate the same to the Chairperson of the Internal Complaints Committee.
- * Within a period of 5 working days from the date of such communication, the Chairperson shall convene a meeting of the Internal Complaints Committee.
- * The Internal Complaints Committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the respondent to give his/her version. The Internal Complaints Committee may examine witness from both the sides and also give opportunity of cross-examining of the witness. Documents if any produced by the parties may be taken on record. Neither the complainant nor the respondent is allowed to bring in any legal practitioner to represent them in their case at any stage before the

Internal Complaints Committee. The Internal Complaints Committee on completion of the inquiry will submit its report to the complainant, respondent and the Company Management. The Internal Complaints Committee shall enquire into the complaint as prescribed under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made thereunder as in force from 9.12.2013.

12. PROTECTION AGAINST VICTIMISATION:

In the event complainant being an employee and the respondent being his/her manager, during the pendency of investigation and even after such investigation if the manager is found to be guilty, the respondent shall not act as Manager of the Complainant.

13. CONSEQUENCE OF COMPLAINT BEING PROVED :

In the event allegations made in the complaint are proved against the respondent, it will be taken as proved misconduct and the competent authority may impose any of the punishment as envisaged in the policy on disciplinary process including dismissal.

14. CONSEQUENCE OF FALSE COMPLAINT:

In the event allegations made in the complaint are proved to be false then the competent authority may impose any of the punishment as envisaged in the policy on disciplinary process including dismissal.

15. OBLIGATIONS OF THE MANAGEMENT:

The Management of the Company shall provide all necessary assistance for purpose of ensuring full effective and speedy implementation of the Internal Complaints Committee constituted as above and shall implement the decisions in an expeditious manner.

16. THIRD PARTY HARASSMENT:

In case of third party Sexual Harassment the Internal Complaints Committee will actively assist and provide all its resources to the complainant in pursuing the complaint.

17. SAVINGS:

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the respondent under any other provision of civil or criminal law.

Date _____

Signature _____

Place _____

Name _____

Annexure-I

Name and Details of the Internal Complaints Committee Members

Sr. No	Name	Designation	Company /Employee External Person	Contact Address & E-Mail	Telephone Number & Mobile Number
1	Mrs. Lalitha A. Nair	Asst.Officer	Company Employee	GPI Uchagaon, Tal.Karvir, Kolhapur	8007525456
2	Miss Sonal A.Karande	Supervisor	Company Employee	GPI Uchagaon, Tal.Karvir, Kolhapur	9665998418
3	Mr.Ganesh A. Jadhav	Asst.General Manager	Company Employee	GPI Uchagaon, Tal.Karvir, Kolhapur	9890262855
4	Mrs. K. V. Kulhalli	NGO	External Person	Flat No. 7, 249-32 Anandmai Niwas Sankul, Nagala Park, Kolhapur.	9764997271

Date _____

Signature _____

Place _____

Name _____

CHAIRMAN & MANAGING DIRECTOR